

# MALLOW ATHLETIC CLUB

## CONSTITUTION

### 1. Introduction

1.1 The name of the Club shall be Mallow Athletic Club hereinafter referred to as the Club.

1.2 The Club shall be affiliated to a recognised body known as the Athletics Association of Ireland (AAI). Rules and regulations, as interpreted from time to time by the AAI, shall be recognised and enforced by the Club.

1.3 The articles of this constitution, together with the rules and bye-laws in the constitution of the AAI that apply to affiliated clubs, shall collectively form the rules of the Club.

### 2. Objectives

2.1 The main object of the Club is:

- a) To develop, promote, and manage athletics for adults (over 18 years old) within Mallow Town and surrounding areas. The word 'ATHLETICS' is deemed to mean Track and Field Athletics, Road Running, Race Walking, Cross Country Running, Mountain Running and Ultra Distance Running.

2.2 In furtherance exclusively of the foregoing main object the Club shall have the following subsidiary objects:

- a) To help provide facilities for the pursuit of these objectives.
- b) To encourage participation in AAI events and to organise such competitions where appropriate.

### 3. Members

3.1 Membership of the Club shall be open to:

- a) Full members, who shall be:
  - i. Active athletes, as defined in article 4 of the AAI constitution
  - ii. Active officials, as defined in article 4 of the AAI constitution
- b) Associate Members
- c) Honorary or life members

### 3.2 Election of Executive Committee members

a) Re 3.1(a) and 3.1(b) shall require the proposal and seconding of the candidate by two full members and balloted for by the Executive Committee present at the meeting. A minority vote of one in three to exclude.

b) Re 3.1(c) shall be at a General Meeting with a minority vote of one in five to exclude from those present and eligible to vote.

#### **The club shall elect from its members the following officers:**

- a. Chairperson
- b. Secretary
- c. Treasurer
- d. Club Registrar
- e. Public Relations Officer
- f. Senior Men's Captain
- g. Senior Ladies Captain
- h. Head Coach(es)
- i. Webmaster

#### **Roles of Executive Committee Members:**

##### ***Chairperson***

- Provide direction for the club by effective leadership and management.
- Chair and control meetings of the executive committee.
- Act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate.
- Represent the club at external meetings when required.
- Attend Cork County Board meetings (or delegate attendance).
- Be involved, where appropriate, in the co-ordination of club activities.
- Manage and oversee the work of officers and other club personnel.
- Present the club's annual report, in association with the club secretary.
- Present the club's annual accounts, in association with the club treasurer.
- Determine the content and agenda for club meetings with the club secretary.
- Ensure that statutory documents and returns are administered and filed on time.
- Advise the treasurer on the use and investment of club funds.

##### ***Secretary***

- Administer club correspondence/first point of contact.
- Agree, prepare and distribute agendas for Club Committee and AGM meetings.
- Liaise with chairperson on agenda and meetings.
- Take minutes from meetings and distribute to members.
- Attend Cork County Board meetings (or delegate attendance).
- Booking of training facilities.
- Entry of athletes to County, Provincial and National championship events.
- Assist in the organisation and promotion of club events.
- Maintain club Facebook page and other social media outlets, and make regular postings on club matters.
- Provide PRO and Webmaster with regular reports on club activity.
- Ordering of club clothing (running vests, jackets, hats, etc.) and manage sales of such items to club members.

### ***Treasurer***

- Deal with all financial issues relating to the club.
- Reconciliation of bank statements.
- Ensure all expenditure is in accordance with club objectives.
- Provide a monthly summary of financial position to the Committee.
- Assist in the completion of grant applications.
- Prepare annual accounts for review prior to presentation at the AGM.

### ***Club Registrar***

- Maintain a register of club members.
- Complete and submit annual registrations to the AAI.
- Compile entry lists for national, provincial and national events (in conjunction with the Club's Senior Captains and Head Coach(es) for submission to club secretary for entry.

### ***Public Relations Officer***

- Liaise with the chairperson and secretary on promotion of club activities.
- Write monthly weekly reports for submission to Cork County PRO and to club webmaster
- Assist with maintenance of club social media outlets.

### ***Webmaster***

- Maintain club webpage / social media and keep them up to date with relevant club matters.
- Management of emails delivered to club address.

### ***Senior Captains***

- Communicate with male/female members of the club and to encourage attendance and participation in athletic events.
- Encourage competitive activity in county, provincial and national competitions.
- Collate entries for men's/women's competitions and forward to club registrar.

### ***Head Coach(es)***

- Interact with club coaches to develop training programmes for all club athletes.
- Inform club coaches of relevant and upcoming AAI Coaching Courses.
- Liaise with grounds management staff on training dates and times.
- Attend championship competitions where club athletes are competing.
- Prepare competition reports for PRO.

## **4. Running the Club**

4.1 The Annual General Meeting (AGM) of the Club shall be held in the month of January each year, or in any other month agreed by the Executive Committee.

- a. All members shall be entitled to attend the AGM and participate in discussions, but only those over 18 years are eligible to make or second proposals, vote in ballots or accept nominations for election as an officer.
- b. A quorum at the AGM shall be 10 members over 18 years of age.
- c. Each member will be notified at least 10 days before the date of the AGM.

4.2 The Executive Committee will be appointed at the AGM and will hold office until the next AGM. Committee members may hold the same position for a maximum of 3 consecutive years, unless an extension is agreed at the AGM. All officers shall pass on all club records and accounts to succeeding officers when relieved of their posts.

4.3 Only registered Club Members are eligible for election to the Executive Committee, or can be co-opted by the Executive Committee.

4.4 The Executive Committee shall aim to meet once every two months during the year, with a 50% + one present to form a quorum. The Chairperson shall have a casting vote in addition to his ordinary vote in the event of a tie.

4.5 The Executive Committee shall have the power to appoint subcommittees over which they have the power to veto. The Chairman of such sub-committees must always be a member of the Executive Committee.

4.6 If the action or conduct of any member(s) is deemed to be discreditable or detrimental to the good of the Club, the Executive Committee, after giving due consideration to the members concerned, shall be empowered to apply suitable punishment including suspension or expulsion.

4.7 The Secretary shall call an Extraordinary General Meeting when instructed by the Executive Committee, or upon a request in writing, setting out the reason for and signed by at least 10 full members. Such a meeting shall be convened within FIVE weeks after receipt of such a request.

## **5. Finances**

5.1 The Executive Committee shall fix all subscriptions and fees payable to the Club.

5.2 The Annual subscription shall be due in December prior to AAI registration in January.

5.3 The financial accounts shall be made up to the 31<sup>st</sup> December of each year, or earlier if agreed by the Executive Committee, and presented to members at the AGM.

5.4 The use of the Club bank account should be used at ALL times where possible for lodging and withdrawing of monies. All cheques to be signed by any TWO of the following nominated signatories: Chairman, Secretary, Treasurer and another nominated member.

5.5 All statements, used chequebooks and yearly financial accounts to be filed away for safekeeping for a period of six years.

5.6 Club spending will be in line with the objectives of the club and discussed by the Executive Committee prior to sanction.

5.7 Annual accounts shall be kept and made available to the Revenue Commissioners on request.

## **6. Constitution**

6.1 This Constitution can only be altered at the AGM or EGM and then by the two-thirds majority vote of those present and eligible to vote.

6.2 The Executive Committee may, at any time, alter or add to the rules for the purpose of complying with AAI regulations. Any changes proposed or made will be notified to the members.

6.3 Members wishing to propose alterations to the constitution must send notice of the proposed alterations or additions in writing to the club secretary fourteen days before the AGM or special meeting.

6.4 No addition, alteration or amendment shall be made to the Constitution of the Club for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

## **7. Club Rules**

The Executive Committee is empowered to make and enforce whatever club rules are necessary for the day to day running of the Club provided they are not contrary to those pertaining within this constitution or to the AAI. Bye Laws of Cork Athletics can be consulted if necessary.

## **8. Assets**

8.1 The Club shall have the power to acquire, sell or mortgage real or personal property. However real property cannot be disposed of in any way without the consent of the trustees and the National body. Real Property = Land and Premises.

8.2 The real property of the Club shall be vested in trustees. The trustees will remain until death or if they express a desire to retire. They will be appointed by the executive Committee. There is no direction as to the number of trustees. The trustees shall be ex-officio members of the executive committee and are entitled to access to all records and financial accounts of the club. Trustees can only be removed a 2/3 majority of a specially convened meeting.

8.3 Executive committee shall open/maintain a bank account on behalf of the club. Club accounts shall be made available for auditing as required.

8.4 The club shall indemnify and save a trustee in respect of any loss or out of pocket expenses legally incurred by him/her in execution of his/her trust or powers.

The Executive Committee is the sole authority for the interpretation of this constitution and their decision upon any query concerning the constitution shall be final and binding, and shall not under any circumstances be subject to appeal to any Court of Law.

## **9. Income & Property**

The income and property of the Club shall be applied solely towards the promotion of its main object(s) as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club. However, nothing shall prevent any payment in good faith by the Club of:

- a) reasonable and proper remuneration to any member or servant of the Club (not being an officer) for any services rendered to the Club;
- b) interest at a rate of not exceeding 5% per annum on money lent by Officers or other members of the Club to the Club;
- c) reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
- d) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;
- e) fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

## **10. Winding Up**

If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Clause 9 (Income & Property clause) hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

*Approved and adopted at the Extraordinary General Meeting, held on    th            2016,  
and signed on behalf of the Club by*

Chairman..... Date: .....

Treasurer ..... Date:.....

Secretary..... Date:.....

## **MALLOW ATHLETIC CLUB**

### **CLUB RULES**

1. Senior training takes place each Tuesday and Thursday from 7:00pm to 8:00pm, Saturday at 8.30am and Sunday at 9am at a location to be communication via the training page of the Mallow AC website. During the summer months (April to September), The Tuesday and Thursday training will be held in Mallow Town Park. Senior members often run together on Sunday mornings in Mallow, and smaller groups training for longer races will meet at other times during the week. This information will be circulated to club members.
2. Appropriate training clothing and footwear must be worn at all times. High Visibility gear is required at all road training sessions.
3. The Club will endeavour to provide transport to and from competition and events. In some circumstances this may not be always possible and car pooling may be organised.
4. Coaches' selection of athletes for team events will be made at training sessions and prior notification will be given to athletes. Selection may be made using a time trial, and overall attendance and commitment to training will be considered.
5. When representing the club at events and functions, members are expected to behave in an appropriate and respectful manner at all times. Due respect must be shown to other club athletes and officials.
6. Club members are requested to wear their club vests during athletics competition and running races. These can be ordered through the club secretary.
7. Existing members are required to renew membership dues before the AGM in January each year, so that AAI membership can be paid early in the New Year.
8. New members are requested to pay membership dues after first trial month training. Club membership forms will be available at training sessions or online.
9. Athletes who are not registered with the club will not be allowed to train, as they are not covered under the insurance provided by the AAI.
10. Any incidents at training should be recorded on the Club's Incident Report Form (available from the Club Secretary).
11. If athletes or their representatives have issues that they would like to raise, they should do so in writing, and present to a committee member who will have it presented at the next committee meeting.